

STATEMENT OF WORK

FOR

**PREVENTATIVE MAINTENANCE, REPAIR, AND MODIFICATION
SUPPORT**

OF

LOGISTICS CENTER EQUIPMENT

AT THE

MIKE MONRONEY AERONAUTICAL CENTER

OKLAHOMA CITY, OKLAHOMA

FEBRUARY 15, 2008

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STATEMENT OF WORK

SECTION 1. GENERAL

1.1 SCOPE OF WORK. The Contractor shall furnish labor, transportation, and tools to accomplish preventive maintenance, repair, and modification to equipment located in Government owned and leased Logistics Center (LC) facilities in accordance with the terms of this contract. Performance shall be according to the standards contained in Technical Exhibit 4: Objective Standards. These services are required to support work to keep the LC in full operation to support its assigned mission.

1.2 PERSONNEL.

1.2.1 Core Crew. The Contractor shall have on duty to perform the work required under this contract the numbers and skills of personnel with the qualifications as noted for the preventative maintenance (PM), repair, and modification support work. A resume, including experience, copies of current license(s) and other related information shall be submitted for each employee for approval by the COTR prior performance.

- a. Maintenance Mechanic Lead (full time)
- b. Maintenance Mechanic apprentice (full time)
- c. Total PM Personnel (2 full time – 80 hrs per week.)

1.2.2 Personnel Qualifications.

1.2.2.1 Maintenance Mechanic Lead shall have the overall responsibility for directing, coordinating, and performing all LC equipment repair, modification, and maintenance. This individual shall be responsible for the overall management and coordination of this contract and shall act as the main point of contact with the Government. The mechanic lead shall be a licensed technician with a minimum of two licenses in the following fields: HVACR, electrical, plumbing, pneumatic controls, and digital controls.

The maintenance mechanic lead shall have minimum of two (2) year's experience repairing equipment and performing preventative maintenance operations on same or similar equipment as the size and complexity of the FAA Warehouse. Shall have the ability to perform work on LC's equipment and possesses a working knowledge of various mechanical and electrical or computer controlled equipment. Must be capable of performing preventative maintenance tasks on mechanical equipment and general plumbing tasks. Will be responsible for mechanical troubleshooting and repair of equipment and machinery, filter replacement, lubrication and clean out of equipment and machinery. Shall have knowledge of machine tool electrical principles (3 phase power 480V and 230V, ladder diagrams, etc.). Shall have knowledge of machine tool hydraulic troubleshooting and repair. Shall have knowledge of machine tool pneumatic troubleshooting and repair. Shall have knowledge of welding and metal fabrication. Shall have knowledge of packaging systems, conveyors, and experience with a Preventative Maintenance program. Shall have ability to read blueprints,

schematics, flow charts, and mechanical drawings.

- 1.2.2.2 Maintenance Mechanic Apprentice** shall have the ability to perform work in the applicable trade. Must be capable of assisting maintenance mechanic lead in preventative maintenance tasks and repair on mechanical equipment on a facility the size and complexity of the FAA Warehouse. Must have demonstrated advance technical knowledge in solving complex problems related to existing electrical and new installations. Must be able to accurately interpret prints, schematics and manufactures technical documents.

1.3 HOURS OF OPERATION.

- 1.3.1 Preventative Maintenance, repair, and modification work** shall be performed during normal duty hours, from 0800 to 1630, Monday through Friday, excluding Federal holidays. Occasionally, project requirements and emergency requirements may dictate work to be performed during other than normal duty hours as directed by the COTR. Contractor must respond to P-1 Call-ins within the same business day.
- 1.4 INTERFERENCE WITH FAA OPERATIONS.** The Contractor shall consult with the Facility Management Specialist (FMS) and coordinate the work in such a manner as to interfere as little as possible with normal FAA operations.
- 1.5 PROTECTION OF PROPERTY.** The Contractor shall protect all existing facilities and equipment and shall replace or repair any damages incurred during work.
- 1.6 SHOP OPERATIONS.** The Contractor shall perform maintenance to all Government-furnished equipment issued to the Contractor. The Contractor shall keep assigned storage areas in an orderly and safe condition.
- 1.7 SALVAGE MATERIAL AND EQUIPMENT.** Salvage material and equipment will be inspected by the FMS and may be used for parts on future projects or declared surplus.

SECTION 2. DEFINITIONS AND ABBREVIATIONS

- 2.1 DEFINITIONS AND ABBREVIATIONS.** The following special terms, phrases, and abbreviations are used in this Statement of Work (SOW):
- 2.1.1 Actual Parts Manufacturer.** A manufacturer of equipment parts supplied direct to original equipment manufacturers for incorporating into the production equipment and/or resale as replacement parts. The original equipment manufacturer is the actual parts manufacturer for those parts produced solely by it.
- 2.1.2 Building Operations.** Operation of CCMS and physical surveillance of HVAC and auxiliary building equipment and systems at the MMAC.
- 2.1.3 CCMS.** Central Control and Monitoring System, Johnson Control System for HVAC environmental controls and monitoring system installed in the Base Maintenance building.
- 2.1.4 Contracting Officer's Technical Representative (COTR).** The CO may designate other Government personnel (known as the Contracting Officer's Technical Representative) to act as his or her authorized representative for contract administration functions, which do not involve changes to the scope, price, schedule, or terms and conditions of the contract. The designation will be in writing, signed by the CO, and will set forth the authorities and limitations of the representative(s) under the contract. Such designation will not contain authority to sign contractual documents, order contract changes, modify contract terms, or create any commitment or liability on the part of the Government different from that set forth in the contract. Directs the coordination of FMS functions.
- 2.1.5 Government-Furnished Property (GFP).** All equipment, facilities and materials provided by the Government for the exclusive use of the Contractor in fulfilling the terms of the contract.
- 2.1.6 HVAC.** Heating, ventilation, and air conditioning systems.
- 2.1.7 Inspection.** Those actions taken by the Government to view closely and critically in order to ascertain quality or state, detect errors, or deviations from requirements and specifications.
- 2.1.8 MMAC.** Mike Monroney Aeronautical Center or Aeronautical Center.
- 2.1.9 Original Equipment Manufacturer.** The manufacturer of the complete production equipment whether assembled from parts of its own manufacturer or from parts or components furnished by other manufacturers or a combination of both.
- 2.1.10 Overhaul.** The complete disassembly and reassemble of an item or any component part as per the manufacturers overhaul specifications. It includes cleaning and inspection for serviceability; replacement of each part that is beyond economical repair; reassemble, calibration, testing and inspection are to be performed as needed or required by manufacturer.

- 2.1.11 P-1.** This is a priority designator that places this project above all others. A project with a "P-1" designator is to be given necessary resources until completed. Response to a P-1 shall be within one business day without delay even if other projects must be halted or delayed.
- 2.1.12 Preventive Maintenance (PM).** That service performed by the Contractor on a scheduled basis, which is designed to keep the equipment/systems in proper operating condition. It includes a verification of proper tolerances (tightness, fluid levels, voltages, etc.), and adjustments or other actions as necessary and appropriate in accordance with the manufacturer's maintenance specifications and as authorized in specific PM work orders. The term also includes "inspection."
- 2.1.13 Quality Assurance (QA).** Those actions taken by the Government to check maintenance and repair services to determine if they meet contract requirements.
- 2.1.14 Facility Management Specialist (FMS).** The individual responsible for the Government surveillance of the work in accordance with the contract.
- 2.1.15 Logistics Center (LC).** Organization on the MMAC site that currently has equipment requiring preventative maintenance in the following buildings: LSF building 2, TSF building 215, RFF building 218, RMM building 185, and TRW offsite leased.
- 2.1.16 Rebuilt Parts.** Parts that since last used have been dismantled and reconstructed as necessary; all internal parts cleaned and made free from rust and corrosion; all impaired, defective, or substantially worn parts restored to a sound condition or replaced with new, rebuilt, or unimpaired parts; and such other operations performed as are necessary to put the product in sound working condition.
- 2.1.17 Repair.** The condition of an item which can be returned to service after overhaul, repair or rework in accordance with procedures, tolerances, and limits established by the overhaul/repair/service specifications and instructions issued by the item manufacturer.
- 2.1.18 Service.** The operation, maintenance, repair, and modification of the LC's equipment to support LC's operations.
- 2.1.19 Industrial Waste Treatment Plant (IWTP).** The Industrial Waste Water Treatment Plant receives industrial waste from the lift pump stations located throughout the MMAC.
- 2.1.20 Government-Furnished Equipment (GFE).** Government owned equipment provided to the Contractor for use in fulfilling the terms of the contract.

SECTION 3. GOVERNMENT-FURNISHED PROPERTY AND SERVICES

- 3.1 FACILITIES.** The Government shall provide at no cost to the Contractor, facilities storage space for supplies, materials, and equipment as set forth in Technical Exhibit 2: Facilities for Contractor Use. The Contractor shall be responsible for the maintenance of Government-furnished facilities and equipment.
- 3.2 SUPPLIES AND MATERIALS.** The Contractor shall provide general supplies and materials required to accomplish specified work as provided for in section 5.3 Parts and Materials.
- 3.3 EQUIPMENT.** Reference Technical Exhibit 3, Government-Furnished Equipment. The Contractor shall not remove any equipment identified in Technical Exhibit 3 from the Aeronautical Center.
- 3.4 TRANSPORTATION.** The Government shall furnish transportation equipment listed in Technical Exhibit 3.
- 3.5 UTILITIES.** Water, sewage service, refuse collection, electricity, and heat shall be furnished by the Government for accomplishing work described in the SOW. The Contractor shall use Government-furnished utilities in a prudent manner consistent with current energy conservation policies.
- 3.6 REFERENCES AND TECHNICAL DOCUMENTATION.** The Government will provide the Contractors applicable regulations and manuals as listed in Section 6.

SECTION 4. CONTRACTOR-FURNISHED ITEMS

- 4.1 **SAFETY EQUIPMENT.** The Contractor shall furnish each employee safety equipment as necessary to comply with (but not limited to) FAA Order 3900.19, Aeronautical Center Order 3900.21B, and Department of Labor, Part 1910, Occupational Safety and Health Standards, all listed in Section 6.
- 4.2 **HAND TOOLS.** The Contractor shall provide all common hand tools required to accomplish the work.
- 4.3 **TRANSPORTATION.** The Contractor shall use the Government supplied electric utility cart to move equipment, tools, materials and personnel within the LSF warehouse. The Contractor shall provide own vehicle for work performed in the other LC buildings. If additional transportation is required it must be approved by the CO/COTR along with cost to be paid by the Government for the period the equipment will be used in support of this contract.
- 4.4 **CLEANING.** The Contractor shall be responsible for policing and cleaning all storage space (either interior or exterior) assigned to him as set forth in Technical Exhibit 2.
- 4.5 **SPECIAL EQUIPMENT.** Any special equipment required but not provided by the Government shall be obtained by the Contractor. The CO/COTR shall approve the type, cost and length of time for use. The Government shall reimburse the Contractor for rental costs.

SECTION 5. WORK TASKS

- 5.1 SCOPE.** The Contractor shall provide services for the preventative maintenance, repair, and modification of LC's equipment on the Aeronautical Center and off-site leased facilities to support the LC. The list of LC's equipment is identified in Technical Exhibit 3. Standards for these services are specified in Technical Exhibit 4: Objective Standards. The contractor shall perform services in priority order beginning with Priority 1 (Attachment 4). The FAA may change the priority schedule as required in order to maintain equipment at an acceptable level.
- 5.1.1 Preventive Maintenance Program (PM).** The Contractor shall be responsible for providing and maintaining a computerized PM system and equipment records. The PM system and equipment records will be updated as required by the Contractor.
- 5.1.1.1** The computerized PM program covers each piece of equipment and schedules PM work to be done on an annual, semiannual, quarterly, monthly, and weekly basis. It provides and adjusts the level of maintenance based on FAA operations, equipment characteristics, age, repair and modification history data, operational environment, and the next scheduled major overhaul, renovation or replacement. Changes to the computer program, equipment, or system must be approved by the COTR and will become the property of the FAA when the contract is completed. The computer program tracks man-hours and labor costs, material parts and costs. The PM management system operates on computer hardware supplied by the Contractor. The Contractor shall be responsible for keeping complete and accurate data on the PM program.
- 5.1.1.2** The objective of PM is to reduce unscheduled downtime of equipment and maintain a high level of functioning equipment to enhance and support the LC operations. If properly accomplished, PM will reduce the need for trouble calls and unscheduled maintenance/repair activities. The Preventative Maintenance database shall be updated weekly with the following information.
- a. Total labor hours used.
 - b. Material parts and cost used.
 - c. Time and date onsite work completed.
 - d. Any special information regarding the work or problems encountered.
- 5.1.1.3 Reports.** The Contractor shall provide monthly PM reports to the COTR in both hard copy format and electronic within five business days following the end of each month. Reports shall include information on the work performed on each piece of equipment, including materials, employee hours, parts required, part costs, date last PM performed, and next scheduled date for PM.
- 5.1.2 Preventative Maintenance.** The Contractor shall utilize the PM program for scheduling routine PM on all LC's equipment identified in Technical Exhibit 5 per the equipment manufactures recommendations.

- 5.1.3 Repair Work.** The Contractor during the performance of scheduled PM identifies work and repairs. The needed work and repairs will be accomplished as a part of the PM program. The Contractor will identify parts required, place orders through the appropriate process, and complete repair work. In special instances there may be a need for technical resources from the manufacture to repair or troubleshoot a specialized piece of equipment. The Contractor may subcontract the manufactures resources upon approval by the COTR. The Government will reimburse the Contractor for the subcontractor approved cost under CLIN 5 in Part I - Section B.
- 5.1.4 Modifications.** The Contractor shall make any required modifications to LC's equipment, facilities, and systems upon approval by COTR. The Contractor will provide a quote for material parts to COTR.
- 5.1.5 HAZARDOUS MATERIAL HANDLING.** The Contractor shall ensure the proper tracking and handling of hazardous and universal waste that complies with all Federal, State and Local ordinances and regulations.
- 5.2 SHOP EQUIPMENT.** The Contractor shall clean, adjust, and perform required maintenance to all Government furnished equipment identified in Technical Exhibit 3 in accordance with manufacturer's recommendations.
- 5.3 PARTS AND MATERIALS.** The Contractor will incur costs for the non-OEM general parts and supplies for all PM and repair work. The contractor will be responsible for PM general parts and supplies include lubricants and fluids, belts, hardware, shop rags, and all mechanical/electrical components generally. The Government will be responsible for OEM parts, machine microprocessors, and materials for repair and modification requirements. The Contractor shall be responsible for contacting manufactures to obtain PM manuals for equipment listed in Technical Exhibit 5 as required to perform PM and repairs. When the Contractor determines that materials, parts, or supplies are required they shall provide the information to the FMS. The Government may provide the part or direct the Contractor to purchase the material and be reimbursed as specified in the contract. The Contractor shall return excess materials and parts not used on the job, and place in storage at locations as directed by the FMS. Material and equipment deemed scrap with salvage value shall be disposed of in accordance with FAA Order, 4650.21C on FAA Form 4800-6, Report of Excess Property. All other materials and equipment classified as debris and as directed by the appropriate FMS shall be placed in building dumpsters.
- 5.4 ADDITIONAL DUTIES.** In addition to the duties listed previously, the Contractor shall perform the following in conjunction with those already listed.
- 5.4.1** Observe established security requirements for locking of doors, notification of entering buildings, notification of exiting buildings, maintaining contact with the FAA security office, and other security regulations.

- 5.4.2 Start, stop, and adjust LC building equipment to operate within its capabilities and to obtain output desired from its operation.
- 5.4.3 Report to the FMS any LC equipment that does not operate properly.
- 5.4.4 Provide personnel to conduct equipment shutdown and startup before, during, and after equipment repair, replacement, servicing, and any other emergency.
- 5.4.5 Shut down equipment immediately when necessary to prevent damage, which would be caused by its continued operation.
- 5.4.6 Maintain equipment as specified by the operational manuals providing such limits fall within the capability of the equipment. All equipment and respective temperatures shall be operated within the scope of indoor air quality and energy management guidelines.
- 5.4.7 Performs minor lubrication, repairs and adjustments where specified by operation manuals. Adjusts pump and valve packing to stop or limit leakage, tighten nuts and bolts to prevent leakage.
- 5.4.8 Maintain tags or labels on all major equipment listed as being: operable but out of service and give reason; or inoperable and give reason. These tags or labels shall also list dates of action and operator's name that took the action in addition to the use of lockout and tag out procedures.
- 5.4.9 Contractor must comply with all applicable safety and security regulations, as outlined in the contract and applicable Aeronautical Center orders and regulations.

SECTION 6. APPLICABLE REGULATIONS AND MANUALS

- 6.1 **APPLICABLE REGULATIONS AND MANUALS.** Documents applicable to this SOW are listed below. The Contractor shall follow these documents during work performance. These documents shall be maintained by the Contractor.
- 6.2 **FAA REGULATIONS.**
 - a. FAA Order 3900.19A, July 20, 1982, Occupational Safety.
 - b. Aeronautical Center Order 3900.21E, August 17, 1990, Occupational Safety.
- 6.3 **DEPARTMENT OF LABOR.** Code of Federal Regulation Chapter 29, Part 1910, Occupational Safety and Health Standards (29 C.F.R. 1910).
- 6.4 **MAINTENANCE, REPAIR, AND PARTS CATALOGUES, BOOKS, LISTS AND MANUALS.** The Contractor shall be responsible for contacting manufactures to obtain PM manuals for equipment listed in Technical Exhibit 5 as required to perform PM and repairs.

TECHNICAL EXHIBIT 1

T1. LIST OF BUILDINGS AND ANTENNA SITES AT THE MMAC

T1.1 BUILDINGS AND ANTENNA SITES.

ATCBI Complex (four bldgs)
*Technical Support Facility**

*Logistics Support Facility (LSF)**
Thomas Road Warehouse (TRW) Leased

**Indicates CCMS Control. All buildings receive surveillance. Aeronautical Center maps may be obtained on request*

T1.2 The FAA occupied buildings at the MMAC shown in this exhibit are approximately 1,000,000 gross square feet.

T1.3 TRW is an off-site facility leased to support the LC.

TECHNICAL EXHIBIT 2

T2. FACILITIES FOR CONTRACTOR USE

<u>BUILDING AVAILABLE</u>	<u>TYPE AREA</u>	<u>APPROXIMATE SQUARE FEET</u>
LSF Area C AML-30 Storage Lab	workbench/storage	300

TECHNICAL EXHIBIT 3

T3. GOVERNMENT-FURNISHED EQUIPMENT

- T3.1** The Contractor will be directed to purchase, lease, or rent tools and/or equipment not available but required for project completions. The cost of purchase, rental, and/or lease will be approved by the COTR for the length of time required. In the case of purchase, the equipment and/or tool becomes Government property and will be placed on appropriate records and hand receipt(s).
- T3.2** The below listed equipment will be issued to the Contractor. Items may be deleted or added throughout the term of the contract. The Contractor shall be accountable for equipment issued under this contract.
- a. CarryAll 2 electric battery charged cart (Year 2007)

TECHNICAL EXHIBIT 4

T4. OBJECTIVE STANDARDS

- T4.1 THESE SPECIFICATIONS DEFINE THE QUALITY** of maintenance, repair, and modification work to be accomplished under this contract. Where a Government specification is not directed, the Contractor shall perform all work to meet customs, standards and practices of the trade.
- T4.2 . WELDING**. All welding shall be done by employees certified by the American Welding Society, "Standard Qualifications Procedure," to perform the type work required. No welding will be performed without an approved welding permit from AMP100 Facilities Occupational & Safety.
- T4.3 FAA OPERATIONS**. The Contractor shall consult with the Government and shall coordinate assigned work in such a manner as to interfere as little as possible with normal functions of the LC. The Contractor shall also coordinate assigned work with other Contractors performing work in and around the worksite and building.
- T4.4 CONTRACTOR CLEANUP**. All work areas shall be cleaned after a project is completed.
- T4.5 NATIONAL ELECTRICAL CODE**. All electrical installation shall fully comply with the latest published requirements of the National Electrical Code.
- T4.6 DUCT WORK**. All heating, air-conditioning, and ventilation ductwork shall be in accordance with Sheet Metal and Air Conditioning Contractors National Association (SMACNA) manual and requirements.
- T4.7 SHOP EQUIPMENT**. Shop equipment shall be maintained in accordance with the manufacturer's instructions.

TECHNICAL EXHIBIT 5

T5. LOGISTICS CENTER EQUIPMENT LIST BY BUILDINGS (See Attachments)

Attachment 1, LSF 002-WSE

Attachment 2, Thomas Road Warehouse TRW

Attachment 3, 218-RRF, 185-RMM, & Antenna Repair Barn

Attachment 4, 215-TSF

Attachment 5, Priority List